

IPRS Implementation Steering Committee

Meeting Minutes

(Meet-Me Call format)
October 16, 2002

IPRS Steering Committee Members: (Roll call not taken)

Art Costantini	SEC	Jack St. Claire	DSL
Barbara Moore	Tideland	Bob Stayton	Sandhills
Diane Poe	CenterPoint	Grace Crockett	Mecklenburg
Melanie Thomas	Alamance-Caswell	Karen Andrews	Pathways
Mark Robeson	Lee-Harnett	Gary Fuquay	Controller's Office
Gary Imes	DMH/DD/SAS	Tara Larson	DMH/DD/SAS

1) Introductions / Announcements

Gary Imes facilitated the meeting. Other DMH and EDS support staff participated.

2) Review and approve minutes

- Minor changes to the August 21 meeting minutes are pending. Once the changes are made, the revised minutes will be posted to the IPRS web site.

3) Open Items

- **Clarification of hold-harmless and year-end settlement.**
Bob Duke said the hold harmless information presented at the September FARO Conference has not changed significantly, but small updates have been made, including how Area Programs will be permitted to bill for services provided for not-eligible transition population groups. A meeting between DMH and the NC Council is scheduled for October 22 to review and finalize the policy and procedures. The results of the meeting will be distributed as soon as possible.

Art Costantini asked if the procedure for the pilots to request payment (prior to and at yearend settlement) had been finalized? Bob said this was being addressed and the most likely reimbursement scenarios have already been proposed and communicated. The final position on the available options will be published after the October 22 meeting.

- A question was raised about: 1) "volume (occurrences) of service" related to billing and 2) the procedure to follow to request a "1/12 advance of UCR funds". Gary Imes and Bob Duke responded, indicating these questions will be covered by the Hold-Harmless documentation.

4) The State Plan

- Gary Imes mentioned there were no specific changes or updates regarding the State Plan, however, said that the Division was presently involved in reorganization activities.

5) IPRS Implementation Planning

- **Phase I, II, III status**
Gary Imes said Guilford and Wayne had joined the pilot Area Programs running IPRS in production. VGFW was on schedule to move to production October 18 and that Pathways, New River and Smoky were planning mid-November moves.

Phase II Area Programs are actively working to certify the 834 and 837 transactions and when certified, to perform content testing.

The Phase III kickoff meeting was conducted on October 14, 2002.

- **TPA and MOA**

The TPAs have been distributed to the Phase III Area Programs and the MOAs will be distributed late this week, early next.

- **Array of Services**

A new spreadsheet showing the relationship of Diagnosis codes to target population groups will soon be available on the IPRS web site. It will become the Division's "Bible" to ensure the information provided to the Area Programs and the "coding" within IPRS stay in sync.

- **Target Populations**

There have been no changes to the Target Populations, but in several instances there has been "clarification" of eligibility criteria. The changes have been communicated to the Area Programs. The child and adult eligibility matrix tools are nearing completion and will soon be ready for distribution to Area Programs. Area Programs will not be obligated by the Division to use the matrix tools, but should find them to be very helpful.

6) IPRS Communications and Training (Betty Cogswell)

- **IPRS Web Site**

The IPRS web site has been redesigned and will soon be available and up-to-date. The new design will allow Area Programs to easily download spreadsheets and other information.

- **IPRS Training - Session 1 and Session 2**

Phase III Session 1 was conducted September 23-25 and October 8-10. Phase II Session 2 is scheduled for November 5-7.

- **IPRS Questions and Answers**

Area Programs should send their IPRS questions to "iprs.qanda@ncmail.net". This will ensure that questions are addressed promptly and that the questions and answers are added to the database, for the benefit of others.

7) Escalation of Policy Issues

- Gary Imes asked if there were other issues to be discussed/escalated (in addition to hold harmless already discussed above)? None were offered.

8) Open Discussion

- **Pilot Site Issues**

The list of issues had been distributed to the committee. There were no comments or questions raised.

- **NC Council Questions (Carol Duncan Clayton):**

Question 1:

What is the status of developing a crosswalk between IPRS and CDW data elements (what has been learned; next steps)? What are the plans to eliminate the need to enter the same data into both systems?

Answer:

Gary Imes said substantial work had been done to build the crosswalk information (see Gary's detailed note at the end of these minutes).

The work is targeted to finish July 1, 2004. Carol asked about the "labor cost" concern raised by Tidelands and Smoky. Gary said Dr. Visingardi understood the concern and had recently sent a memo to all Area Programs eliminating the requirement for them to submit the disability detail record and the fields "commitment status" and "court order type".

Note: Area Program feedback clarified that only three of the many other required fields were eliminated.

Question 2:

Has the Department developed a strategic plan for IT across all agencies? If so, when will it be available?

Answer:

Jim Ryals said DIRM is responsible for the development of DHHS's strategic plan for IT. Don Allen was recently appointed to the position of DIRM Director and is currently implementing several organizational changes. Jim was not certain of when a draft of the IT Strategic Plan would be available. Carol will arrange a meeting with Don for further information.

Gary Imes' Detailed Note:

Update on a Crosswalk of IPRS data to the CDW

In an effort to meet requirements in the State Plan to eliminate unnecessary data reporting requirement and data redundancy and to meet new Mental Health Block Grant reporting requirements the Information Technology Section has begun a project to develop and implement a database to catalog and track common data elements across multiple databases.

This project is funded through the Division's Data Infrastructure Grant from the Center For Mental Health Services (CMHS) and takes a systemic approach rather than dealing with individual database crosswalks. A tool is being developed called the, NC State Multi-Database and Data Element Cross-referencing Analysis Tool. This tool catalogs data elements from 6 different databases IPRS, MMIS, CDW, NCSNAP, NCTOPPS, and CSDW.

Progress to date:

- ◆ The prototype of the crosswalk database is working and has utilized IPRS extract data from the two pilot sites, as well as the CDW.
- ◆ NCSNAP data has been crosswalked
- ◆ CSDW data has been crosswalked.
- ◆ NCTOPPS data has been crosswalked.

Additional work needs to be done with larger more comprehensive IPRS extracts that include more Area Programs and more services. It is estimated that this work will be completed by July 2003. Additionally work needs to be done to access data elements that do not currently exist in CDW but are necessary for new Federal reporting requirements (Mental Health Block Grant and Substance Abuse Discharge Data set).

Next Meeting ("In Person" Format)

November 20, 2002, 1- 3pm

NC Council facility, suite 120